

22 March 1960

COMPTROLLER INSTRUCTION NO. 85

SUBJECT: General - Custody and Control of Funds

Specific - Acceptance of Cash Relating to  
Official Transactions

1. This Instruction is issued to direct all Finance Officers and others authorized to receive Agency funds, to accept all monies tendered in connection with official transactions. Funds tendered may include, but not be limited to such transactions as the proceeds from the sale of property, deposits on proposed sales, rental proceeds for equipment or space, advances to apply on contemplated procurements of property or services, refunds of previous advances or disbursements, or receipts resulting from other unusual, irregular or isolated transactions.
2. All funds received shall be recorded and reported in accordance with established procedures. In the event the authorized recipient of the funds in any instance feels there is reason to doubt the propriety of accepting funds in the particular circumstances or questions the validity of the transaction, the funds shall nevertheless be accepted. In any such case the receipt issued in acknowledgement shall bear a notation that acceptance of the payment is subject to subsequent approval of the transaction. The recipient shall take prompt action as necessary to resolve his questions relative thereto.
3. The tender by an individual of personal funds to a custodian for safekeeping, payment to a third party, or other personal transactions is excluded from the provisions of this Instruction.

  
E. R. SAUNDERS  
Comptroller

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☐ DECLASSIFIED  
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